

85-0271

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Black History Month Observance

FROM: Avon O. Harding
Director of Equal Employment Opp.

EXTENSION

NO.

DATE

22 January 1985

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Deputy Director for Administration

23-1

Edu

2. ADDA

24 JAN 1985

2

3. DDA

25 JAN 1985

2

4.

5.

6.

EXO/DDA

29-1

Edu

7.

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10.

11.

12.

13.

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15.

DD/A REGISTRY

FILE: 18-5

Para 3 -
Staff Meeting Item:
ADDN Tab

Mentioned 1/24

Send copy to
each QDIR

25 JAN 1985

85-0271

22 January 1985

MEMORANDUM FOR: Deputy Director for Administration
FROM: Director of Equal Employment Opportunity
SUBJECT: Black History Month Observance

1. During the month of February the Agency joins the other branches of the federal government in celebrating Black History Month.

2. On Thursday, 7 February 1985, the office of Equal Employment Opportunity will have as its guest speaker, Mr. Carl Rowan, distinguished commentator and columnist. The program will take place in the Headquarters Auditorium at 10:00 a.m. After Mr. Rowan's talk there will be a question and answer period.

3. Since Mr. Casey will introduce Mr. Rowan it has been requested that we have a full auditorium. Please encourage the employees in your Directorate to attend. Special transportation from the outlying buildings will be provided.

4. During the month there will be an exhibit entitled "Mary McLeod Bethune & Roosevelt's 'Black Cabinet'" in Headquarters Exhibit Hall, 1D corridor from 1 through 28 February.

5. Your help in making Black History Month a success is greatly appreciated.

STAT

Avon O. Harding

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Harry E. Fitzwater

EXTENSION

NO

Deputy Director for Administration
7D 24 Hqs

DDA 85-0271

DATE

28 January 1985

TO: Officer designation, room number, and
building)

DATE

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OFFICER'S
INITIALSCOMMENTS (Number each comment to show from whom
to whom. Draw a line across column after each comment.)

1. D/Communications

2. D/Data Processing
2D 0105 Hqs3. D/Finance
616 Key Bldg4. D/Information Services
1206 Ames Bldg

5. D/Logistics

6. D/Medical Services
1D 4040 Hqs

7. D/Personnel

8. D/Security

9. D/Training and Education
956 C of C BldgOLL
7B 24 Hqs11. EEO/DDA
626 C of C

12. SSA/DDA

13. CMS/DDA

14.

15.

Attached mentioned at 24 January
DDA Staff Mtg, and forwarded for
appropriate action.